

PUBLIC WORKS PROJECT COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Public Works Project Coordinator classification exists is to coordinate implementation of the City infrastructure and building projects from scope development through construction. This classification does not supervise. Work is performed with considerable independence. This position reports to the Construction and Design Director.

ESSENTIAL FUNCTIONS

Meets with sponsoring department staff to determine project intent and scope of work; establishes preliminary project design requirements and coordinates preparation of preliminary cost estimates. Visually analyzes plans to determine conformance with City requirements. Seeks creative opportunities to improve original project intent.

Participates in a project team composed of City representatives and consultants; facilitates the advancement of a project through various phases of project implementation. Communicates in a face-to-face setting or by telephone in a manner which values the input received.

Resolves design problems; manages the consultant selection process; reviews preliminary design reports; prepares Council Action Reports. Uses graphic instructions including blueprints, maps, layouts, and other visual aids, to determine innovative solutions to problems.

Responsible for project budget and schedule; prepares monthly status reports, presents project status reports to Commissions and City Council, encourages public involvement.

Assists in the preparation of work plans, budgets, schedules, and monthly reports.

Attendance and punctuality are also essential.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Civil Engineering, Transportation/Land Use Planning, Drainage and Environmental Management principles.

Project management and construction principles.

Public communication and issue resolution techniques

Procurement and contracting procedures and policies

Applicable City Codes and County, State and Federal standards for capital improvement projects

Ability to:

Listen and effectively communicate ideas, technical advice, recommendations in one-on-one, small group and large group settings through oral, visual and written communication. Prepares quality written materials.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City staff and City Boards and Commissions.

Work cooperatively with other City employees and the general public

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination.

Must be able to go out in the field for site inspections, must be able to read blueprints, construction plans, microfiche reports, etc.

Measure distances and quantities using various instruments requiring precise hand movements. Performs the majority of daily work while sitting for extended periods of time.

Operate a motor vehicle requiring a standard Arizona driver's license with no major driving citations in the last 39 months.

Education & Experience

Bachelor's degree in Construction Management, Civil Engineering, or a related field; and 5 years experience in public works design and construction with two years experience in project management.

FLSA Status: Exempt

HR Ordinance Status: Unclassified